

Policy: 1301 Procedure: 1301.04

Chapter: Legislative Policy and

Community Affairs

Rule: Legislative Liaison/Chief of

Legislative Policy and Community Affairs

Effective: 11/30/05 Replaces: N/A Dated: N/A

Purpose:

The Director of the Arizona Department of Juvenile Corrections (ADJC) and the Chief of Legislative Policy and Community Affairs (CLPCA) are the designated lobbyists for the Department and, as such, are responsible for all communications with the Arizona State Legislature and the Arizona Congressional delegation. Only the designated lobbyists for the Department may promote, respond to, or interact with Legislators or their staff on matters concerning agency affairs.

Rules:

- 1. The CHIEF OF LEGISLATIVE POLICY AND COMMUNITY AFFAIRS (also referred to as the LEGISLATIVE LIAISON) shall:
 - a. Formulate the legislative agenda and strategy for ADJC with the Director;
 - b. Provide the legislative agenda and strategy to the Governor's staff;
 - c. Coordinate sponsorship of legislative issues;
 - d. Receive and respond to all legislative requests for information;
 - e. Schedule appointments and meetings with legislative committees and members;
 - f. Track and inform the Director and other relevant staff of any legislation affecting ADJC;
 - g. Maintain logs and summaries of all legislative requests, responses, and meetings;
 - h. Represent ADJC at state legislative liaison meetings:
 - i. Publish and distribute periodic status reports to the ADJC leadership and employees on all significant legislation during the legislative session;
 - j. Provide legislative information, upon request, to groups and/or organizations;
 - k. Comply with all lobbying statutes as administered by the Arizona Secretary of State Office.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: